

CITY JUDGE

DISTINGUISHING FEATURES:

The fundamental reason the Chief Information Officer position exists is to provide strong leadership to the judicial administrative and operational functions of the City's court system and for administering justice in cases involving alleged violations of Arizona Statutes and Scottsdale City Ordinances. This position reports to the Mayor and City Council for administrative and operational matters and to the Presiding Judge of the Superior Court for judicial matters.

ESSENTIAL FUNCTIONS:

Is responsible for overall leadership of Court staff and Associate Judges; included night juvenile court program. Demonstrates mutual respect for all persons at all levels.

Presides over courtroom proceedings through trial for misdemeanor and traffic offenses as well as contested domestic relations injunctions. Executes and issues court processes in the form of warrants for arrest, search warrants, body attachments; subpoenas, long form complaints and civil injunctions.

Determines pleas, motions and sentencing issues and authorizes collection procedures; decides restitution awards, revocation of probation and bond forfeitures. Enforces victim's rights. Appoints attorneys for indigents and may teach or lecture at schools, training seminars or conferences.

Researches legal problems and prepares legal opinions; interprets City, State and Federal laws, ordinances, statutes and court decisions; analyzes evidence presented in court and applies existing law with the objective that justice shall prevail. Attends legal education programs.

Creates a culture by which each employee has the opportunity to make a full organizational contribution to the department, and encourages opportunities through open door/open communication techniques.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Substantive criminal law, Arizona and local rules of criminal procedure and the rules of evidence.

Ability to:

Perform a broad range of supervisory responsibilities over others.

Conduct Court, elicit pertinent information and confine witnesses and litigants to relevant issues. Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Appraise situations and make appropriate decisions rapidly.

Communicate orally in the English language by telephone or in a one-to-one or group setting.

Work cooperatively with other City employees and the public.

Work safely without presenting a direct threat to self or others.

Education & Experience

Five years of experience in work involving considerable public contact, with responsible experience in community or civic organizations, including at least three years of judicial

experience to that of City Judge or higher and possession of a law degree. Requires extensive experience equivalent to administrative legal work and graduation from an American Bar Association accredited law school, and admission to the Arizona State Bar. Experience working within a progressive value-based organization coupled with the ability to recommend or implement organizational change, supporting strategies for creating better systems to support all employees at all levels. Must personify leadership and promote shared responsibility, teamwork, and continuous improvement.

FLSA Status: Exempt

HR Ordinance Status: Unclassified